



OFFICIAL - Visa Information Sheet

For journeys undertaken for the purpose of official visits (bilateral or multilateral) – members of official delegations

Please complete your visa application [online](#). Appointments can only be booked [online](#) if the visa application is filled in online at the same time. For more information, see page 2.

The following documents must be submitted to the visa section:

- ☐ Visa application form, duly completed and signed (signed by both parents for minors), filled in [online](#) or by hand
- ☐ Original passport which must be valid for at least three months beyond the planned stay, have been issued within the previous ten years and contain at least two empty pages, AND copy of the passport (identity page with signature), as well as copies of previous Schengen visa with entry/exit stamps
- ☐ 2 recent pictures with a plain light-colored background according to the [guidelines](#) (do not attach it to the application form)
- ☐ If not hosted by the host: proof of accommodation: voucher or booking from hotel, clearly indicating name and surname of the visa applicant; duration of the stay; contact details of hotel(s); room rates for the entire hotel stay
- ☐ Flight or travel reservations or other proof of intended transport. A round-trip booking; if the applicant submits a paid airline ticket with the visa application and the visa is refused, the embassy accepts no liability.
- ☐ Original and copy of travel accident/medical insurance: coverage minimum EUR 30'000 or USD 50'000 for the whole stay, valid for all Schengen countries, period of validity shall include an additional period of 15 days (original or copy). Insurance must include Covid-19 related treatment costs up to minimum coverage (EUR 30'000 or USD 50'000). If necessary, verify with your insurance company that the travel accident/medical insurance fulfills these conditions
- ☐ Official invitation letter on official letterhead paper, stamped and signed, from the inviting authority or international organization, containing the following information: the full address and contacts of the authority or organization; the name and position of the officer who signed the letter; the name, nationality, date of birth and function of the invited person; purpose and duration of the visit
It is not necessary to send the invitation letter to the Embassy in advance or in parallel by e-mail or by mail. Invitation letters sent to the Embassy by e-mail or by mail will not be registered or kept/saved.
- ☐ Official letter issued by a national authority or organization, confirming that the applicant is a member of the official delegation travelling to Switzerland to participate in official meetings, consultations, negotiations or exchange programs, as well as in events held in Switzerland by intergovernmental organizations with stamp and signature, mentioning clearly: the full address and contacts of the authority or organization; the name and position of the countersigning officer; the name and position of the applicant; purpose and planned length of the visit.



The Embassy reserves the right to ask for additional documents after the first examination of the application

Other important information:

Online application

After downloading the application form as a PDF, please make sure to fully complete the registration process.

Processing time / Passport return

A visa application should be submitted at least 15 calendar days before the planned trip; it can be submitted up to six months before the start of the planned trip.

After having accepted your visa application, the visa officer will inform you of the date when you can pick-up your passport.

Visa appointments

If there is no free appointment available to be booked online, please write an e-mail to: baku.visa@eda.admin.ch and provide the information required on the Embassy's [webpage](#).

The Visa section reserves the right to reschedule appointments as needed. Therefore, please check your e-mails regularly, also in the spam folder.

Fees

Exempt from the obligation to pay fees are Members of official delegations who, following an official invitation addressed to the Republic of Azerbaijan, participate in official meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of Switzerland by intergovernmental organizations.

Opening hours of visa section

Visa applications: Monday to Thursday 09:00 to 12:00 (appointment only). Passport return Monday to Thursday: 14:00 – 15:00 (no appointment necessary).

Group applications

Groups of 6 persons or more are kindly requested to contact the embassy directly by e-mail without booking an on-line appointment.

Various

- More information on visa related matters is available on the Embassy's [website](#)
- The Embassy does not cooperate with external agencies and service providers
- This document is distributed free of charge.